



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
STATE PARK PEACE OFFICER SUPERVISOR II
(LIFEGUARD)
DEPARTMENTAL PROMOTIONAL



CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY. COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

BS25-0988

2PR05-02

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation		
POSITIONS EXIST	Statewide		
WHO SHOULD APPLY	<p>COMPETITION LIMITED TO STATE EMPLOYEES</p> <p>Applicants who meet the minimum qualifications. Applicants must have a permanent civil service appointment with the Department of Parks and Recreation <u>OR</u> must be: 1) a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990; <u>OR</u> 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code § 18992, <u>OR</u> 3) a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991, as of the final filing date, April 17, 2012, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.</p>		
HOW TO APPLY	<p>Applications (Std. Form 678) may be delivered in person or by mail. Please submit to:</p> <table><tr><td>By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001 (916)651-0438</td><td>In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814 (916)651-0438</td></tr></table> <p>REFER TO EXAM CODE 2PR05-02 ON YOUR APPLICATION</p>	By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001 (916)651-0438	In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814 (916)651-0438
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CROSS FILING INFORMATION	If you meet the entrance requirements for this class and/or State Park Peace Officer Supervisor I (Lifeguard), scheduled on the same day, you may file for one or more examinations on a single application. Put the title(s) and exam codes of each examination(s) you wish to take on the application.		
FINAL FILING DATE	Applications must be postmarked no later than April 17, 2012, the final filing date . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.		
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during May 2012 .		
SALARY RANGE	\$5031 - \$6676		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.		
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by April 17, 2012, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code § 18935(b), candidates with <u>permanent</u> status at the State Park Peace Officer Supervisor II (Lifeguard) level or above, may not be eligible to apply for this examination.</p> <p>(Continued on reverse side)</p>		

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination but they must produce evidence of the license before they can be considered eligible for appointment).

and

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved), or certified at EMR or EMT level by Department of Parks and Recreation and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate or department issued CPR card. (An Emergency Medical Services Authority approved Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

and

Graduation from a Peace Officer Standards and Training (POST) basic course Academy.

and

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate.

and

Possession of a Department of Parks and Recreation Lifeguard Training Certificate.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

and

Either I

Equivalent to one year of experience in the California state service performing the duties of a State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger).

Or II

Experience: Four years of experience in the management, administration, or visitor service of a park or public recreational area including at least two years in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a State Park Peace Officer Supervisor I (Lifeguard).)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicants must show their license and certificate number, title, and expiration date on their application.

**DEFINITION OF TERMS
IN MINIMUM
QUALIFICATIONS**

"performing the duties of..." To meet this requirement, the applicant must have the amount of experience in State service in the class (or on a T&D to the class) specified.

"class equivalent in level of responsibility to..." For these requirements, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

"equivalent to graduation from college..." satisfaction of the requirements for a bachelor's degree from an accredited college.

POSITION DESCRIPTION

This is the second supervisory level for this series. Under direction, incumbents plan and direct visitor services or aquatic programs in the visitor services functions. Primary responsibilities include aquatic safety services, safety and enforcement, patrol, administrative services, interpretation, resource protection/management, and visitor facility operations in a designated aquatic district. Incumbents may also serve as sector, satellite, or visitor services supervisors.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Basic principles of dealing with the public.
2. Basic mathematics as required in accounting for funds.
3. Basic grammar and spelling as required in preparing reports and records.
4. General resources management and protection.
5. Principal recreational areas of the State of California.
6. Surf, ocean, lake, and river swimming, bathing and boating hazards.
7. Principles and practices involved in operating, interpreting, and protecting State park districts.
8. Purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation.
9. Methods and material used in preparing and interpreting natural science displays and exhibits.
10. Techniques and procedures used in law enforcement.
11. Methods of conducting search and rescue.
12. Advanced emergency first aid procedures.
13. First aid and rescue equipment use and maintenance.
14. Basic principles of supervision, personnel management, business and public administration.
15. State administrative procedures.
16. The full range of aquatic services.
17. The Department's Equal Employment Opportunity Program objectives.
18. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Swim at a level sufficient to perform lifesaving activities.
2. Follow written and oral instructions.
3. Learn the principles and practices used in the conservation and interpretation of natural resources.
4. Learn to use tools and equipment used on the job.
5. Work safely.
6. Learn to deal tactfully with individuals and groups.
7. Apply theory to practical situations.
8. Interpret and apply rules and instructions.
9. Communicate effectively.
10. Analyze situations accurately and adopt an effective course of action.
11. Perform duties which require physical strength and agility.
12. Learn law enforcement rules, regulations, and procedures as a State Park Peace Officer, including arrests and the use of firearms.
13. Plan, organize, and direct the work of others.
14. Carry out programs in accordance with plans and specifications.
15. Establish and maintain cooperative relations with public groups and organizations.
16. Lead and train seasonal staff.
17. Supervise or assist with the visitor service operation of State park districts.
18. Organize, coordinate, and plan programs for operations, interpretation, safety and enforcement, and resource management and protection in park districts.
19. Analyze situations and take effective action.
20. Establish and maintain cooperative relations with the public and with representatives in other jurisdictions.
21. Coordinate mutual aid operations with other agencies.
22. Plan and implement in-service training and write effectively.
23. Work with community organizations and public officials.
24. Assist with the development of effective operating programs to protect visitors and the resources of the State park system.
25. Participate in aquatic-oriented public relations and information programs.
26. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.

(Continued on reverse side)

AGE REQUIREMENT	Minimum age for appointment to a peace officer class: 18 years.
SPECIAL PERSONAL CHARACTERISTICS	Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity sufficient to assume the responsibility of protecting lives of others; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; and neatness and courtesy.
SPECIAL PHYSICAL REQUIREMENTS	<p>Physical strength, endurance, and agility; mentally alert; physically sound; hearing in each ear sufficient to perform the essential functions of the job; and ability to swim at a level to perform lifesaving activities.</p> <p>Candidates who are successful in the qualifications appraisal interview will be placed on the eligible list but will be required to successfully pass a swimming/running performance test as determined by the Department prior to appointment.</p>
DRUG TESTING REQUIREMENT	Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.
SPECIAL REQUIREMENTS	<p>Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.</p> <p>Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.</p> <p>Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.</p> <p>Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.</p> <p>Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State and national fingerprint files to disclose any criminal record.</p>
CITIZENSHIP REQUIREMENT	Existing law provides that persons in the classes in the State Park Peace Officer (Lifeguard) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Paid or volunteer experience in law enforcement, or in the operation, protection, and interpretation of a public recreational area.</p> <p>Bachelor of Arts/Science degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.</p> <p>Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) – from the American Red Cross or American Heart Association.</p> <p>Completion and certification as an Emergency Medical Technician – Level I or II.</p>
VETERANS' PREFERENCE CREDITS AND CAREER CREDITS	Veterans' preference credits and career credits are not granted in promotional examinations.
CONFIDENTIALITY AND SECURITY	Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

Exam Title: State Park Peace Officer Supervisor II (Lifeguard)
Exam Code: 2PR05-02

Release Date: April, 4, 2012
Final Filing Date: April 17, 2012

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Examination Unit 1416 9th Street, Room 1018 Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)